

Churchman Submission Guidelines

1. Submission

Any item for publication should be e-mailed to admin@churchsociety.org in both Microsoft Word and PDF Formats. The latter is particularly important if there are tables, diagrams or ancient languages that use a different alphabet.

The process then works as follows:

1. Initial inspection by Editor, resulting in (a) rejection, (b) invitation to rewrite, or (c) provisional acceptance;
2. Peer review, overseen by Production Editor, resulting in (a) rejection, (b) feedback and invitation to rewrite, or (c) confirmation of acceptance;
3. Typesetting and PDF proofs for checking
4. Printing and publication, with author receiving a complimentary copy

This whole process usually takes at least 12 months, with 18-24 being more typical.

2. Style

We follow the SBL Handbook of Style, 2nd edition (2014) and will make our own alterations where necessary. There are various free online introductions to SBLHS, such as

<https://www.sbl-site.org/assets/pdfs/pubs/SBLHSsupp2015-02.pdf>

http://spu.libguides.com/cite_sbl

3. Layout for Articles

Articles should be laid out as follows:

Title

Author's name

Summary: 100-150 words outlining the main points of the argument

Text. Please use sub-headings. If second-level headings are also used, they can be either numbered with arabic numerals or unmarked, at the discretion of the author.

Author's name and one-sentence biography.

4. Layout for Reviews

Reviews should be laid out as follows:

Title

Author

Place of publication: Publisher, Year of publication No of pages Price hb/pb ISBN

Text

Reviewer's name and location

5. References & Notes

Footnote numbers are placed either at the relevant place within a sentence or after the full stop at its end. They are all set out in full and *op. cit.* and *ibid.* are not used.

6. Abbreviations and contractions

OT and NT should be used in notes and reviews but written out in full for articles. Bible references are of the form Mark 16:1–8 (en dash). You can make abbreviations of Bible books, e.g. Ezek 4:11–12. Fuller explanation of abbreviations can be found in the SBL Handbook of Style.

7. Greek and Hebrew

Breathings and accents are shown. Greek or Hebrew should be inserted into the article using a Unicode font. A pdf should be sent as well to show how the author intends it to look.

8. Capitals

Capitals are used for words in titles and subheads of articles or book titles except:

The, a(n), prepositions, and conjunctions.

Use in text is limited to particular meanings, titles and words derived from proper nouns, e.g. Anglican, Anglicans, Bible, Bishop Smith, Christian, Church of England, Evangelicals, Marxist, Parliament, Protestant, Reformed, Roman Catholic (not Catholic), Scripture, Trinity.

Capitals are not used for general meanings, e.g.: biblical bishop church evangelical gospel. Capitals are not used for pronouns relating to the Deity.

9. Italics

In the text of articles and reviews these are used for:

titles of books, periodicals, plays and films.

foreign words (other than classical/NT Greek) which have not been assimilated into English.

10. Plagiarism

We are alert to the issues of plagiarism and require all sources to be appropriately referenced.

Revised January 2018